

Mayor Martin J. Walsh wants you to

LOVE YOUR BLOCK

A Program to Revitalize Boston Neighborhoods

2016-2017 Love Your Block Mini-Grant Application

Project Overview

The Love Your Block program invites residents to design neighborhood improvement projects and apply for up to \$2,000 of grant funding and supplemental City services. Awards will help winning groups purchase necessary supplies, engage their neighbors and transform their neighborhood! Possible projects include, but are not limited to:

Creating Green Space: pocket parks, community gardens, or vacant lot cleanups

Streetscaping: Planting trees or flowers along roads, assessing street lights for repairs

Park improvements: Installing benches and play equipment, repairing and repainting existing facilities

And much more! Tell us your ideas!

Important Dates

November 14, 2016	Application Deadline
December 16, 2016	Begin Announcing Grant Recipients
January 14, 2017	Mandatory Grantee Orientation
To Be Determined	Deadline for Project Completion

Note: Grant Writing Workshops will be available leading up to the deadline. Please see website for more details.

Sponsored by:



Project Guidelines

Grant Eligibility Requirements

- Must be a non-profit or registered community organization, or a resident or group of residents partnering with a fiscal agent (501c3, or accredited business, or the City)
- Projects must occur on city owned land or in the public right of way
- Must be able to mobilize enough volunteers to complete the proposed project
- Must have two contact people
- Must commit to track city designated metrics and submit a post-project report. Metrics could include but are not limited to the number of trash bags collected, the number of trees planted or benches installed etc.

Checklist

(All boxes must be checked for application to be considered complete.)

- ☐ Contact Information
- ☐ Fiscal Information
- ☐ Project Description
- ☐ City Services
- ☐ Photos of proposed project site
- ☐ Action Plan
- ☐ Volunteer Plan
- ☐ Budget
- ☐ Community Engagement
- ☐ Sustainability Plan

Submission

Please submit all applications to:

Kaira Fox
Mayor's Office of Neighborhood Services
1 City Hall Square
Room 805
Boston, MA 02201

Or submit them online at: boston.gov/loveyourblock

General Information

Group Name:

Neighborhood served:

Address:

Website:

Is this group a non-profit?

Group's purpose and recent accomplishments:

Primary Contact

Name:

Phone:

Address:

Email:

Secondary Contact

Name:

Phone:

Address:

Email:

Fiscal Information

What group will be designated as the fiscal agent (the point of contact as well as the recipient and caretaker of the grant funds)

☐ Same as above

Group Name:

Neighborhood served:

Contact Name:

Address:

Website:

☐ Non-profit (please attach _____)

☐ Incorporated business (please attach _____)

If you do not know of a non profit or business entity and need help finding one please check below

Project Description

In 500 words or less please describe your project including:

1. Neighborhood issue you plan to address
2. Solution that your project provides
3. Your plan to engage fellow residents as volunteers
4. How you will create and/or maintain partnerships with businesses/nonprofits
5. Please attach photos of the project site to your description

City Services

Look at the city services listed below and circle the services needed for your project. No services are guaranteed and availability is limited to projects on city property or in the public right of way.

Trash Pick-up	Yard waste Removal	Road Closure	Pothole Repair
Tool Loaning	Tree/ Garden Supplies	Replacing Signage	Graffiti Removal

Please attach photos below

(Alternatively, you can print them out separately and mail with application.)

Action Plan

Please include a detailed action plan that lays out the steps your group will take.
You may attach extra pages to expand on your action plan if you need more room.

Example Action Plan:

Action	Person(s) responsible	Date	Intended outcome
Community outreach to inform residents of Love Your Block Grant	John Doe	Month Day	Explaining the project & identifying community leaders to take on specific responsibilities
Host Community Meeting	Jane Doe	Month Day	Rallying community members behind project and making them aware of upcoming opportunities

Your Action Plan:

Action	Person(s) responsible	Date	Intended outcome

Volunteer Plan

The project(s) must be completed with volunteer effort (see grid below).

You may attach extra pages to expand on your volunteer plan if you need more room.

Example Volunteer Plan

Task	Detailed Description	Volunteers Needed
Mural Painting	Completion of a 12' x 25' mural on blank wall next to the vacant lot	10
Trash Clean-up	Picking up the trash located in the vacant lot next to the mural	8

Your Volunteer Plan

Task	Detailed Description	Volunteers Needed

Additional Volunteer Questions

Total volunteers needed: (Note - volunteers may overlap in tasks)	
How many volunteers do you already have?	
How do you plan to get more volunteers, if needed:	

Budget

Please provide a detailed budget that includes all planned expenses for the project.
You may attach extra pages to expand on your budget if you need more room.

Example Budget

Item	Description of Use	Cost
Planters	To install in public plaza	\$800
Soil	For planting	\$100
Perennials	To be planted	\$300
Total		\$1,200

Your Budget

Item	Description of Use	Cost
Total		\$

Community Engagement

For projects to achieve the intended purpose of building community space, applicants need to have a plan to inform, involve, and engage the community.

1. *Inform* them of the grant's purpose and your dream of making a particular space better.
2. *Involve* them in the design and function of the project.
3. *Engage* the community to help you build and maintain the space.

Please describe the individual actions you plan to take to fulfill these goals.

You may attach extra pages to expand on your community engagement if you need more room.

Example Community Engagement Table

Action	Description	Inform, Engage, or Involve?
Flyering	Using flyers in prominent places to inform community about upcoming project	Inform
Community Meeting	Host a meeting to get feedback from the community and get buy-in	Engage
Participatory Design	At a community meeting residents are invited to participate in the final design of a project	Involve

Your Community Engagement Table

Action	Description	Inform, Engage, or Involve?

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Sustainability Plan

Please describe in 500 words or less how you plan to maintain your project including:

1. General Maintenance and Upkeep
2. Any additional programming
3. Who is responsible for this work including how you will maintain volunteer engagement.

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Thank You!

If you have any questions don't hesitate to contact Sarah Iacomini and Janet White, program coordinators, at loveyourblock@boston.gov.